

Loudoun County, Virginia  
2005-2006 Consolidated Annual Performance  
and Evaluation Report



Program Year Two  
July 1, 2005 – June 30, 2006

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**EXECUTIVE SUMMARY**

Loudoun County received its second Community Development Block Grant (CDBG) allocation of \$939,835 for Fiscal Year 2005-2006. As an entitlement community, Loudoun County is required to submit an annual report on the County's programmatic and financial performance. This report contains a summary of accomplishments and an accounting of the allocation and expenditure of funds under the Consolidated Plan for the period July 1, 2005 through June 30, 2006.

Ten projects were funded with CDBG funds in Program Year 2. Three of the projects are public service projects, two projects will add affordable housing units, two projects provide road and pedestrian improvements, two projects involve the rehabilitation of shelters for the homeless, and one project provides loans to low and moderate income homeowners to improve their properties. All of the projects benefit low and moderate income residents. A project location map is located in the Appendices.

**CDBG Program Highlights for 2005-2006**

- Implementation of the new CDBG-funded Loudoun County Home Improvement Program (LCHIP). This program provides forgivable and no interest loans to eligible low and moderate income homeowners to rehabilitate and improve their homes.
- Construction of a community playground serving low and moderate income residents in eastern Loudoun.
- Installation of on-demand pedestrian traffic control signals at several busy intersections in the Town of Leesburg to link residential areas to commercial and employment centers.
- Provision of assistance to over 250 low income seniors to secure free prescription medications from pharmaceutical companies and to navigate the new Medicare Part D process.

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**All Grantees Must Submit a Narrative Statement Addressing the Following:**

**1. Assessment of Three – to Five – Year Goals and Objectives**

The following CDBG Program Year 2 (2005-2006) projects are listed according to description and funding allocation, Consolidated Plan priority addressed, and specific objective/goal addressed.

- Windy Hill Foundation Elderly Project (\$165,000)  
Consolidated Plan Priority: Non-homeless special needs housing  
Objective: Construct affordable rental units
- Bilingual Information & Referral Helpline (\$49,890)  
Consolidated Plan Priority: Homeless  
Objective: Establish countywide I & R Helpline
- Transportation Vouchers for Health Department Clients (\$31,700)  
Consolidated Plan Priority: Community Development  
Objective: Removal of barriers to transportation needs
- Purcellville Transitional Home for Women (\$49,700)  
Consolidated Plan Priority: Homeless  
Objective: Increase transitional housing units and supportive services
- Banneker Subdivision (\$100,000)  
Consolidated Plan Priority: Owner Occupied Housing  
Objective: Construct/purchase affordable housing
- Loudoun Accessible Medication Program (\$59,385)  
Consolidated Plan Priority: Community Development  
Objective: Assistance with medical and health services
- Pedestrian Signals at East Market Street Intersections (Town of Leesburg) (\$26,000)  
Consolidated Plan Priority: Community Development  
Objective: Road improvements
- South 14<sup>th</sup> Street Improvements (Town of Purcellville) (\$54,000)  
Consolidated Plan Priority: Community Development  
Objective: Road and sidewalk improvements
- Loudoun County Home Improvement Program (\$186,593)  
Consolidated Plan Priority: Owner Occupied Housing  
Objective: Provide housing rehabilitation to eligible owners
- County Emergency Shelter Renovations (\$29,600)

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Consolidated Plan Priority: Homeless  
Objective: Provide shelter and supportive services

**2. Actions Taken to Affirmatively Further Fair Housing**

As a CDBG entitlement jurisdiction, Loudoun County is required by Sections 104 (b) (2) and 106 (d) (5) of the Housing and Community Development Act of 1974, as amended, to certify to “affirmatively further fair housing choice”. Congress reiterated this obligation in Section 105 (b) (13) of the National Affordable Housing Act of 1990.

Loudoun County is committed to affirmatively furthering fair housing. During the 2005-2006 CDBG program year, the County contracted with Fair Housing Management Consultants to prepare a Fair Housing Plan (FHP). As part of the preparation of the FHP, basic fair housing testing was conducted by the consultants. No differences were found in the rental, sales or lending practices based on race or national origin. The next step is to prepare a detailed analysis of existing policies and practices that may impede fair housing choice with recommendations for correcting any impediments.

**3. Affordable Housing**

During the second year of Loudoun County’s participation in the CDBG program, three projects were funded that will increase and preserve affordable housing. One project will add up to five single-family units to be sold to low income families. Another project will provide 20 affordable rental units for extremely low income elderly. The third CDBG-funded project will rehabilitate houses owned and occupied by low and moderate income residents. The rehabilitation may include the addition of accessible accommodations for the physically disabled.

The County’s Affordable Dwelling Unit (ADU) program is designed to provide affordable rental and for-sale housing. Services are available to all citizens, with priority given to income eligible persons who live and/or work in the County. Household income must exceed 30% but be less than 70% of the median income for the area. During FY 2006, 111 new rental units became available to low and moderate income renters bringing the total number of affordable rental units available through the ADU program to 273. During the same period, 169 affordable housing units were sold to eligible buyers in the County.

The County currently provides 652 families with Housing Choice Vouchers (HCV) to assist with rental payments. No new HCV vouchers were obtained by the County during FY 2006, however three families who relocated to Loudoun County after Hurricane Katrina were assisted with vouchers from the Disaster Voucher Program (DVP).

In a continuing effort to address affordable housing issues, the Board of Supervisors established the 12-member Housing Advisory Board (HAB) in 2005 with the mission to, “make policy and program recommendations to the Board of Supervisors on the unmet housing needs of people who live and work in Loudoun County.” The HAB recently

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commissioned a study to provide data on Loudoun County housing demand and supply. The principle conclusion of the study was that there is a shortage of rental and owner-occupied units available for the County workforce. Results of the study will be shared with the Board of Supervisors and other stakeholders.

**4. Continuum of Care**

The Loudoun County Continuum of Care Committee is chaired by a Department of Family Services Assistant Director. Currently, there are three sub-committees: HMIS and Data Collection, Education and Outreach, and Resource Development. The first priority of the HMIS and Data Collection committee is completing the implementation of a management information system that will collect unduplicated numbers of homeless in the County. This committee is also the lead entity for the annual point-in-time (PIT) count.

The Education and Outreach committee focuses on providing information to the community and its leaders regarding the needs of the homeless population. It is responsible for encouraging groups and individuals to be aware of and involved in local homeless programs currently available and determining what services are still needed.

The Resource and Development committee researches and locates additional funding sources once the Continuum determines the County's homeless needs and current capacity.

During this reporting period, the Continuum of Care has focused on the components involved in developing a ten-year strategy for ending chronic homelessness. Training received from a HUD-sponsored consultant provided the framework for the Continuum of Care Committee to begin the process of identifying stakeholders and developing a plan. The Committee is also working on developing a comprehensive discharge policy.

**5. Other Actions**

- **Obstacles to Meeting Underserved Needs**

The primary actions taken during FY 2006 to address obstacles to meeting underserved needs was the restructuring of the Loudoun County Continuum of Care and the establishment of the Housing Advisory Board to provide recommendations to the Board of Supervisors on housing issues and work with the public and private sectors to address gaps in housing needs. One of the greatest obstacles to meeting underserved needs is the lack of resources. The Board of Supervisors has begun to address this obstacle by establishing a Housing Trust Fund and the Loudoun County Revitalization Program with local funds.

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- Foster and Maintain Affordable Housing

As previously stated, Loudoun County has made important efforts during this reporting period to address the need for affordable housing, both new and existing. In an effort to preserve existing affordable housing, the County approved the creation and funding of two programs whose primary purpose is to preserve and rehabilitate existing affordable housing. The Revitalization Program targets owner-occupied homes in the eastern part of the County for rehabilitation. This program is funded with local monies and targets persons with incomes up to 100 percent of median family income. The Loudoun County Home Improvement Program (LCHIP) is available countywide to low and moderate income homeowners (up to 80 percent of median family income) who want to rehabilitate their homes.

- Eliminate Barriers to Affordable Housing

Loudoun County took significant actions to remove barriers to affordable housing in the County. The Housing Advisory Board commissioned a study to identify the County's rental and for-sale housing needs at prescribed income levels so that appropriate policies and programs can be developed to address the County's affordable housing needs. The Board is also working with businesses and other jurisdictions to encourage regional affordable housing solutions, such as workforce housing.

- Overcome Gaps in Institutional Structures

As previously referenced, the Continuum of Care has focused on the components involved in developing a ten-year strategy for ending chronic homelessness. Training received from a HUD-sponsored consultant provided the framework for the Continuum of Care Committee to begin the process of identifying stakeholders and developing a plan. The Committee is also working on developing a comprehensive discharge policy. Also, the establishment of the Housing Advisory Board and the funding of the Housing Trust Fund helped bridge the gap between the public and private sectors in developing and preserving affordable housing.

- Reduce Lead-Based Paint Hazards

Consultations with the local and state Health Department revealed that there were four documented cases of elevated lead in young children during FY 2006. Only one of the cases involved elevated lead contracted in a house. The owner of the rental unit is currently coordinating with the local Health Department to have the lead hazard abated. In an effort to reduce any lead-based paint hazards in properties built before 1978, the County has contracted with a lead-based paint contractor to assess qualified properties that are to be rehabilitated as part of the Loudoun County Home Improvement Program (LCHIP). Documentation on

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compliance is included in each project file in accordance with the Lead-Safe Housing Rule. In addition, written information on lead-based paint hazards is provided to homeowners involved with LCHIP and landlords and clients participating in the Housing Choice Voucher program in an effort to identify rental properties built before 1978 that have not been tested.

- **Reduce Number of Persons Living Below Poverty Level**

Loudoun County Department of Family Services (DFS) continued to sponsor the Family Self-Sufficiency (FSS) program that provides Housing Choice Voucher participants the opportunity to achieve economic independence over a five year period. Case managers are linked with participating families to develop individual savings plans that include mentoring and budget counseling.

The DFS Career Support Services counselors continued to provide case management, coordination of educational and training opportunities and career development assistance for participants in the Virginia Initiative for Employment not Welfare Program (VIEW), the Workforce Investment Act (WIA), Welfare to Work (WtW) and the general job-seeking public.

The DFS Family Services Unit continued to administer the Temporary Assistance for Needy Families (TANF) program to families who participate in VIEW to coordinate child care assistance to eligible families. The non-VIEW Childcare Fee System Program provided childcare subsidies for families that met the income criteria and needed childcare while they were working or enrolled in an approved education and/or training program.

During the year, DFS and local transportation services provided free tokens and subsidized transportation for low and moderate income persons to access needed services, including employment sites and job training.

## **6. Leveraging Resources**

### Annual Entitlement Allocation

During FY 2006 Loudoun County received an allocation of \$939,835 of Community Development Block Grant (CDBG) funds from HUD due to the County's designation as an "Urban Entitlement County". These funds were used to leverage other public and private funds for housing, the homeless, special needs populations and community development activities.

### Other Federal Funds

#### Housing

- Administrative fees from HUD for administering 652 Housing Choice Vouchers \$589,332



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- |   |          |
|---|----------|
| ■ Family Self-Sufficiency Program Coordinator<br>Grant from HUD | \$62,868 |
|---|----------|

Homeless

- |   |           |
|---|-----------|
| ■ Supportive Housing Program Grant from HUD – THP   | \$106,429 |
| ■ Supportive Housing Program Grant from HUD – TOP   | \$90,692  |
| ■ SHARE-Federal Shelter Grant (FSG) from HUD<br>for operating the County's emergency homeless shelter program   | \$12,374  |
| ■ Child Services Coordinator Grant (CSCG) from Virginia<br>Department of Housing and Community Development (VDHCD)<br>for operating the County's emergency homeless shelter program | \$13,125  |

HOPWA

- |  |          |
|--|----------|
| ■ Housing Opportunities for Persons with Aids (HOPWA)<br>allocation through the Northern Virginia Regional<br>Commission | \$68,897 |
|--|----------|

<b>Total</b>	<b>\$943,717</b>
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<b>TOTAL ESTIMATED FEDERAL RESOURCES</b>	<b>\$1,883,552</b>
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**Other Resources**

Non-Federal Public Sources (State)

Housing

- |  |             |
|--|-------------|
| ■ Sponsoring Partnerships and Revitalizing Communities<br>(SPARC) from the Virginia Housing Development<br>Authority (VHDA) State directly provides low interest<br>loans for mortgage financing | \$5,000,000 |
| ■ HOME Stride Program from VHDA<br>State directly provides low interest loans for mortgage<br>financing  | \$1,000,000 |

Homeless

- |  |          |
|--|----------|
| ■ SHARE-Shelter Support Grant (SSG) from VDHCD<br>for operating the County's emergency homeless shelter<br>program.    | \$19,200 |
| ■ Child Services Coordinator Grant (CSCG) from VDHCD<br>for operating the County's emergency homeless shelter program. | \$7,742  |

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- Homeless Intervention Program (HIP) from VDHCD \$107,600  
Provides grants for the prevention of eviction  
or foreclosure

Special Needs – Non Homebuyer

- Loudoun County Disability Services Board (DSB) \$8,250  
Grant from the Virginia Department of Rehabilitation Services.

Community Development

- On-Site Wastewater Program \$278,057  
Department of Environmental Quality (DEQ) to provide low  
interest loans for repair and/or replacement of failing wastewater  
treatment systems

**TOTAL NON-FEDERAL (STATE) \$6,420,849**

Non-Federal Public Sources (County)

Housing

- Staff and operating costs for the Affordable Dwelling Unit \$303,249  
(ADU)  
Rental and Homebuyers Opportunity Program (HOP)
- Down Payment Closing Cost (DPCC) Program anticipated \$854,559  
loan amount funded by cash proffers approved by the County  
for down payment/closing cost assistance

Housing/Community Development

- Staff and operating costs for the DPCC, On-Site \$12,746  
Wastewater, SFRLF, SPARC, and HOME Stride Programs

Homeless

- Operating the County's transitional shelter programs via \$138,154  
contract with a non-profit (10% increase proposed)  
Local match \$21,577
- Operating the County's emergency homeless shelters via \$359,815  
contract with a non-profit (10% increase proposed)
- Staff and operating costs for the Homeless Intervention \$40,000

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Program (HIP)

Housing, Homeless and Special Needs-Non Homebuyer

- |   |           |
|---|-----------|
| ■ Staff and operating costs for the Operation Match Program (homesharing program) | \$122,346 |
|---|-----------|

Special Needs-Non Homebuyer

- |   |          |
|---|----------|
| ■ Loudoun County Disability Services Board (DSB) Grant matching funds (local) | \$33,588 |
|---|----------|

<b>TOTAL NON-FEDERAL (COUNTY)</b>	<b>\$1,886,034</b>
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**7. Citizen Comments**

No citizen comments were received regarding the program.

**8. Monitoring**

The monitoring of Program Year 2 projects was accomplished in several ways. Communication with funding subrecipients was consistently maintained during the reporting period through emails and phone calls. Each subrecipient submitted quarterly progress reports that provided the status of the project, any problems encountered, and the amount of funds spent that quarter. Finally, each of the ten Program Year 2 projects was monitored on site for programmatic and financial compliance.

All of the subrecipients were found to be in compliance with their CDBG contracts. Most of the projects were on schedule with timely expenditures. A couple of new projects experienced slow start up, but were back on schedule by the end of the program year.

**9. Self-Evaluation**

This reporting period covers Loudoun County's second year as a CDBG entitlement community. In year one, the late start up of the program resulted in no CDBG expenditures during the FY 2005 reporting period. For Program Year 2, project contracts were executed on time which resulted in timely expenditures and significant program accomplishments.

Program Year 2 projects funded by CDBG (as referenced in 1. Assessment of Three – to Five – Year Goals and Objectives), addressed the overall goal of developing viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for low and moderate income persons. Funded projects provided a balance between public service and capital projects and among priority needs identified in the Consolidated Plan.

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A comprehensive marketing campaign was conducted in order to ensure a diverse number of projects to benefit low and moderate income residents in the County.

Funding expenditures have been timely with the largest amount of funding being allocated to the Loudoun County Home Improvement Program (LCHIP). Once the first loans are processed for homeowners participating in LCHIP, the rate of obligated funds will increase significantly.

The racial/ethnic breakdown for the majority of persons receiving benefits and services from CDBG-funded projects was: White – 42%, African American – 40%, Hispanic – 9%, Asian – 5%. The income breakdown was: Extremely low income – 77%, Low income – 16%, and Moderate income – 7%.

**All Grantees Receiving CDBG Entitlement Funds Must Submit a Narrative Statement Addressing the Following Issues:**

**1. Relationship of the Use of CDBG Funds to the Priorities, Needs, Goals, and Specific Objectives Identified in the Consolidated Plan**

Loudoun County's CDBG Program Year 2 projects directly relate to the overall Consolidated Plan goal of providing decent housing, a suitable living environment and expanding economic opportunities primarily to low and moderate income persons. Each CDBG-funded project benefits low and moderate income persons.

The following Priority Needs areas are matched with projects funded in Program Year 2:

Homeless/Special Needs Populations Priority Areas: Homeless Persons and Families; Persons with Disabilities; Victims of Domestic Violence.

- Purcellville Transitional Home for Women
- Bilingual Information & Referral Helpline
- County Emergency Shelter Renovations

Housing Priority Areas: Increase Supply of and Preserve Affordable Housing; Extremely Low Income; Very Low Income; Persons with Disabilities.

- Loudoun County Home Improvement Program
- Windy Hill Foundation Elderly Project
- Banneker Subdivision

Non-Housing Community Development Priority Areas: Employment Training for Low Income Persons; Revitalization of Older Communities; Increase Public Facilities and Public Services for Youth and Seniors.

- Transportation Vouchers for Health Department Clients

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- Loudoun Accessible Medication Program
- South 14<sup>th</sup> Street Improvements (Town of Purcellville)
- Pedestrian Signals at East Market Street Intersections (Town of Leesburg)

**2. Changes in Program Objectives**

There were no changes in program objectives in FY 2006.

**3. Efforts in Carrying Out Grantee Certifications**

Loudoun County was successful in securing resources from the sources cited in Section 6. Leveraging Resources, of this report. These resources were used to leverage CDBG funds for the benefit of the homeless, the disabled (including HOPWA clients) as well as persons seeking affordable housing.

The implementation of the Consolidated Plan was not hindered by any action or willful inaction of the County.

**4. Use of Funds for CDBG National Objectives**

All of the projects funded in Program Year 2 met the CDBG national objective of benefiting low and moderate income persons and Loudoun County was in compliance with the overall benefit certification.

**5. Funds Used for Acquisition, Rehabilitation or Demolition**

Loudoun County approved funding in Program Year 2 for the Loudoun County Home Improvement Program (LCHIP) that involves the rehabilitation of houses owned and occupied by low and moderate income persons in the County. This is a new program that is in the implementation stages. No CDBG funds have been expended on rehabilitation to date.

The County will take steps to minimize displacement being sure to follow the Uniform Relocation Act or Section 104(d) of the 1974 Community Development Act, where appropriate, and ensuring the issuance of timely information notices.

**6. Additional Narratives**

- Economic Development Activities – No Program Year 2 CDBG funds were allocated to economic development activities involving jobs or job creation.
- Limited Clientele – All Program Year 2 CDBG projects that were funded to serve limited clientele fall into the category of presumed benefit or the projects have income eligibility requirements that limit participation exclusively to low and moderate income persons.

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- Program Income – No program income was generated during Program Year 2.
- Rehabilitation Activities – No projects were completed during Program Year 2.
- HUD-approved Neighborhood Revitalization Strategy Areas – Loudoun County has no approved HUD NSAs.

**All Grantees Receiving HOPWA Funds Must Submit Narrative Information Addressing the Following:**

HOPWA funds are distributed from the District of Columbia government to political subdivisions within Northern Virginia, including Loudoun County, via the Northern Virginia Regional Commission (NVRC).

For Program Year 2, Loudoun County received over \$68,000 for tenant-based rental assistance for seven individuals and families with symptomatic HIV disease or AIDS with cognitive, functional and/or motor impairments. Case management and leasing inspections were carried out by supportive staff from the Department of Family Services. The restructured Continuum of Care process will assess the needs of persons living with HIV/AIDS and address any gaps in service that exist.

**Public Participation Requirements**

Loudoun County has attempted to provide a clear and concise report of CDBG Program Year 2 activities as they relate to the needs, strategies and objectives that are included in the 2004-2008 Consolidated Plan and 2005-2006 One Year Action Plan.

The CAPER was made available to the public for review and comment at least 15 days prior to submission of the report to HUD. A certified copy of the published notice is included in the Appendices of this report. No comments were received on the CAPER. In addition, citizens had the opportunity to comment at a public hearing conducted by the Social Services Board in February 2005 on housing and community needs, fair housing issues and program performance. And, in April 2005, the Board of Supervisors held a public hearing on the proposed 2005-2006 One Year Action Plan

A project location map is included in the Appendices to identify the location of CDBG projects funded in Program Year 2.

Project accomplishments are captured in the IDIS reports included in the Appendices.

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**APPENDICES**

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**CERTIFICATION OF PUBLIC NOTICE**



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**2005 CDBG PROJECT LOCATION MAP**

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**2005 IDIS REPORTS**

**CO4PR23 – Summary of Accomplishments**

**CO4PR06 – CAPER**

**CO4PR03 – Summary of Activities**

**CO4PR26 – CDBG Financial Summary Report**